

PRINCIPAL CLERK/BOOKKEEPER (SEWER DEPARTMENT & SEWER COMMISSION)

DEFINITION

The Principal Clerk/Bookkeeper provides administrative and financial support services to the Sewer Department and the Board of Sewer Commissioners; other related work, as required.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Bill, collect, and post inspection fees; perform accounts payable functions; maintain financial records.

Prepare letters, memoranda, notices and other correspondence; open, sort and distribute daily mail.

Provide assistance and respond to inquiries from customers.

Maintain contractor records.

Send notifications to residents regarding allowed sewer tie-ins and monitor progress.

Perform data entry for department budget and major sewer contracts.

Post notices of Commission meetings; prepare minutes of meetings.

Prepare monthly correspondence; prepare invoices for payment.

Process monthly estimates from contractors on major sewer contracts; prepare drain layers' licenses for signature approval; present sewer permits for approval.

Prepare documents for easement takings and sewer projects; notarize required documents.

Perform similar or related work as required, or as situation dictates.

SUPERVISION

Works under the direct supervision of the Sewer Superintendent, following established rules, regulations and policies to complete assigned tasks according to a prescribed time schedule; assistance is available from the Superintendent, Office Manager, and Sewer Commission.

WORK ENVIRONMENT

Work is performed in office conditions; the workload is subject to seasonal fluctuations; overtime is required to attend evening meetings.

The employee operates standard office equipment and a two-way radio.

The employee has regular contact with the public, the Board of Health, and other town departments.

The employee has access to bid documents, and information about matters in litigation.

Errors could result in delay or loss of services, legal repercussions, and monetary loss.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

High school diploma; two years of accounting and customer service experience; municipal experience preferred; or an equivalent combination of education and experience.

KNOWLEDGE, ABILITY AND SKILL

Knowledge of office practices and procedures; knowledge of basic accounting; familiarity with the organization and operation of town departments.

Ability to work independently and meet required deadlines; ability to read and interpret maps, blueprints, plot plans, and building plans; ability to communicate effectively with the public; ability to maintain detailed records; ability to transcribe minutes; ability to communicate clearly, both orally and in writing.

Office skills; computer skills, including word processing and spreadsheets; skill and accuracy working with numbers and detail; organization skills; interpersonal skills; written and oral communication skills.

PHYSICAL REQUIREMENTS

Minimal physical effort is required to perform duties in office conditions. The employee is required to stand, walk, sit, speak and hear, and use hands to operate equipment. Vision requirements include the ability to read documents and use a computer.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.